

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 24-301  
HILL AIR FORCE BASE  
Supplement 1  
5 AUGUST 2004**

**Transportation**

**VEHICLE OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 75 LRS/LGRVO (SSgt Whitney)

Certified by: 75 LRS/CC (Lt Col John J. Foden)

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This supplement establishes policy for official use of government-owned, rented and leased vehicles at Hill AFB, and outlines vehicle misuse reporting procedures. This supplement does not apply to USAF Reserves or Air National Guard units and members. Ensure that all records created as a result of processes prescribed are maintained in accordance with (IAW) AFMAN 37-123, *Management of Records*, and the WebRims Records Disposition Schedule (RDS).

**AFI 24-301, 1 November 2001, is supplemented as follows:**

1.2.8.2.9.1. (Added) The following geographical area is established as the POD for all host and tenant units assigned to Hill AFB:

1.2.8.2.9.2. (Added) 75 miles to the north (to include Logan).

1.2.8.2.9.3. (Added) 75 miles to the east (to include Carter Creek).

1.2.8.2.9.4. (Added) 75 miles to the south (to include Tooele, Camp Williams and Provo).

1.2.8.2.9.5. (Added) 120 miles to the southwest (to include Dugway Proving Grounds).

1.2.8.2.9.6. (Added) 210 miles to the west (to include Wendover and all UTTR range sites).

1.2.8.2.9.7. (Added) Requests to exceed the POD must be sent to the 75 LRS/dispatch inbox and approved by the Vehicle Operations Officer.

2.1. Refer requests not conforming to governing directives to the 75th Logistic Readiness Squadron (LGRVO, OR&L/DISPATCH section).

2.2. All suspected government vehicle misuses will be reported to 75 LRS/LGRVO, Operator Records & Licensing Section (OR&L). After duty hours contact vehicle dispatch. When vehicle

operations is notified, an initial joint technical assessment between the unit's Vehicle Control Officer (VCO) and 75 LRS/LGRVO Operator Records & Licensing Section personnel will be conducted using this instruction, Air Force directives, and DoD regulations. If joint assessment reveals a misuse violation has occurred, 75 LRS/LGRVO Operator Records & Licensing Section will forward a detailed report to the appropriate unit commander through the 75 LRS/CC who, in turn, may request a written reply. If requested, the response must include actions taken to prevent recurrence of similar misuse cases.

2.3. All cases must be logged and filed for audit and reference purposes in 75 LRS/LGRVO Operator Records & Licensing Section. Case files must contain date of misuse, unit involved, case number, date VCO was notified, and date the report was sent to the unit commander.

2.6.8. The following quick response units are authorized to take a unit response vehicle to and from on-base activities or facilities.

2.6.8.1. (Added) 75 Security Forces (75 SFS).

2.6.8.2. (Added) Fire Protection (775 CES/CEF/EOD).

2.6.8.3. (Added) Explosive Ordinance Disposal (75 CEG).

2.6.8.4. (Added) 75 Medical Group (75 MDG) (Ambulance).

2.7.7. Use of GOVs for transportation to any entertainment or recreational facility is prohibited for all personnel to include TDY personnel. Do not take GOVs hunting, skiing, fishing, canoeing, or sightseeing. Do not take GOVs to tourists' shops, bars, or establishments selling pornographic material.

## **2.9. (Added) Safety and Security.**

2.9.1. (Added) All operators of GOVs are responsible for the safe operation of assigned vehicles. Perform operator care and maintenance inspections prior to use of all GOVs and document the inspection using the appropriate AF Form 1800, **Operator's Inspection Guide and Trouble Report**. Operators will sign the back of the form to verify an inspection was completed. Operators must identify and document all mechanical discrepancies. Immediately report all safety discrepancies to Vehicle Maintenance Customer Service Center at building 1253 or local vender for GSA leased vehicles. Do not operate unsafe vehicles or vehicles with discrepancies where operation may cause further damage. Only 75 LRS personnel (mechanics) or local vendors will perform vehicle maintenance beyond normal operator care responsibilities.

2.9.2. (Added) Operators and passengers will use lap and shoulder restraints (seat belts). Vehicle operators must adhere to all posted speed limits (GOVs will not exceed posted speed limits) and ensure all cargo is properly loaded and secured.

2.9.3. (Added) Do not consume alcoholic beverages within 8 hours of, or while, operating a GOV. Do not use tobacco products in GOVs (AFI 40-102, *Tabacco Use in the Air Force*, paragraph 2.2.5).

2.9.4. (Added) Do not eat or drink while operating a GOV.

2.9.5. (Added) Do not take GOVs on unimproved roads unless in direct mission support.

2.9.7. (Added) If involved in an accident while operating a GOV, do not move the vehicle until you have contacted the appropriate authorities. Moving a GOV is permitted only if absolutely necessary to prevent another accident or if it compromises safety.

2.9.8. (Added) Contact 75th Security Forces Squadron for on-base accidents.

2.9.9. (Added) Contact local police department for off-base accidents.

2.9.10. (Added) If the vehicle is a safety hazard, move it only enough to clear the hazard. For further instructions on what to do if involved in an accident, refer to SF 91, **Motor Vehicle Accident Report**, and DD Form 518, **Accident Identification Card**, which are required in every vehicle.

**15.6 . (Added) IMTs/Forms Adopted.** AF IMT 1800, **Operator's Inspection Guide and Trouble Report**, SF 91, **Motor Vehicle Accident Report**, and DD Form 518, **Accident Identification Card**.

SEBASTIAN V. ROMANO III, Colonel, USAF  
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